

Requesting Records

To login you will need to go to the Kentucky Court of Justice Public Menu at

<http://apps.kycourts.net/publicmenu/>

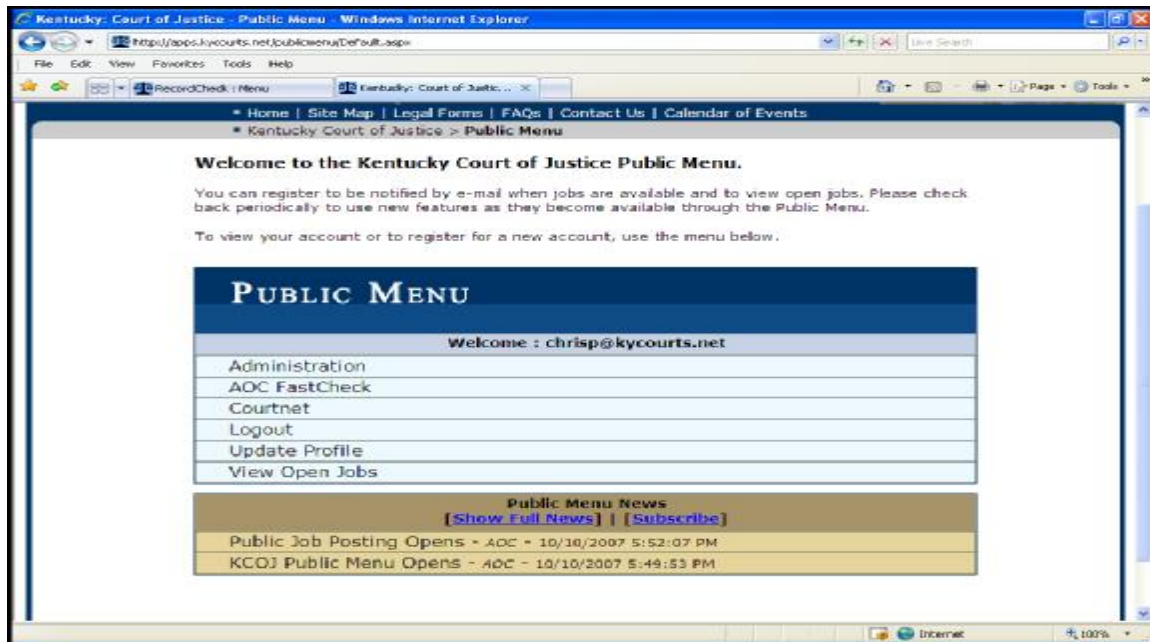
Once you have reached the public menu you will need to click the **Login** option.



This will take you to the login screen.



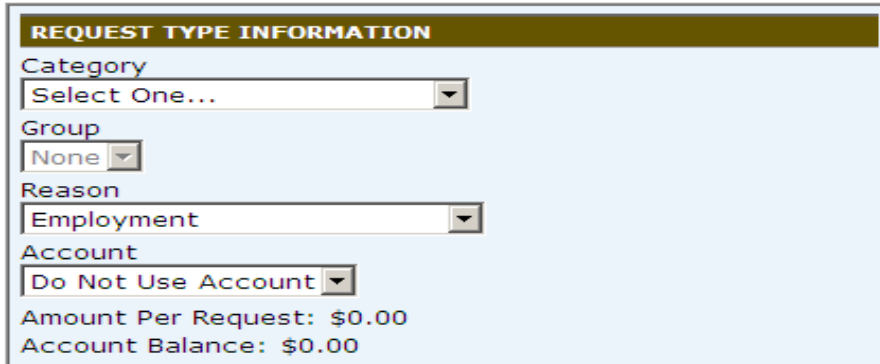
You will need to use the e-mail address and password you used during the registration process. Then click the **‘Login’** button. It will then take you to this screen.



To request a record or records you will need to click the **AOC Fastcheck** option. That will take you to the Batch History screen. (below)



In this screen, you will be able to view requests that have already been submitted and request new background checks. To request a new background check you will have to click on the **Add a New Batch** option. This step will then take you to the request entry screen. You will first need to select your category, group and reason. If you have a pre-paid account you will need to select your account.



REQUEST TYPE INFORMATION

Category
Select One...

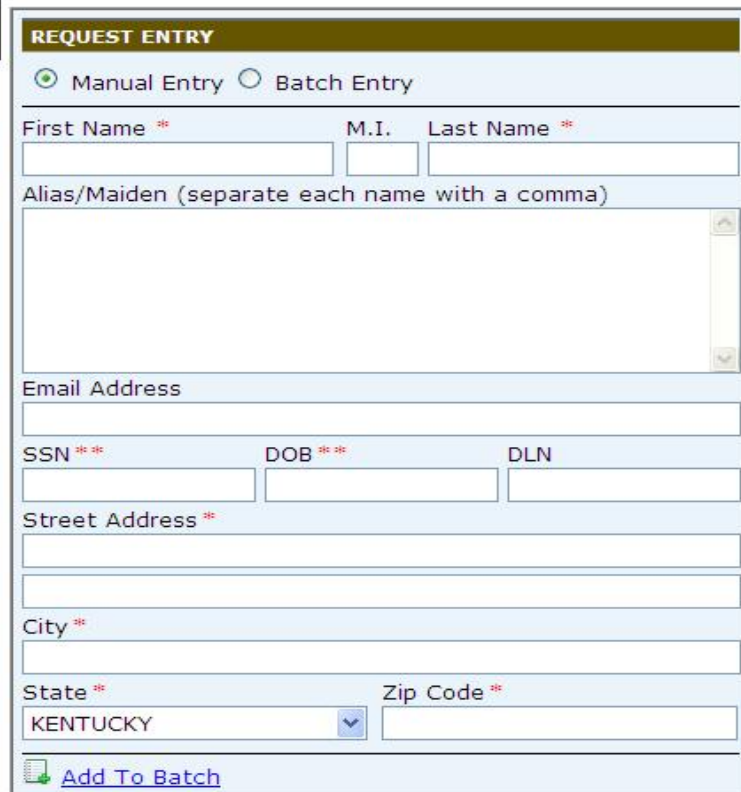
Group
None

Reason
Employment

Account
Do Not Use Account

Amount Per Request: \$0.00
Account Balance: \$0.00

After you select your category, group and reason scroll to the request entry section.



REQUEST ENTRY

☒ Manual Entry ☐ Batch Entry

First Name * M.I. Last Name *

Alias/Maiden (separate each name with a comma)

Email Address


SSN ** DOB ** DLN

Street Address *

City *

State * Zip Code *

KENTUCKY

 [Add To Batch](#)

Enter all personal information of the individual you wish to obtain a background check on in this screen.

- Fields marked with asterisks are required fields.
- Fields marked with double asterisks require at least one of the fields.
- The SSN should be entered with out dashes or slashes. XXXXXXXXXX
- The DOB should be entered with a dash or slash and the full birth year will have to be entered. MM/DD/YYYY

Note: that if either the SSN or DOB are not submitted, the record will be potentially incorrect.

After entering each individual's information you will need to click on the **Add to batch** option. This will clear the screen and allow you to enter another individual's information if you have more than one. The individual's you have entered will drop down to the **requests list** section.

REQUESTS LIST
TOTAL AMOUNT : 0 X \$0.00 = \$0.00
No Requests Have Been Made

| [Cancel](#)

This will allow you to keep track of how many names you have requested. After all information has been entered then you will click on the **Submit Request** button. There will be a pop-up notice stating that your request has been successfully saved and you will receive an e-mail that states you have successfully submitted your background checks.

Now that your record requests have been successfully submitted you will return to the batch history page.



From this page you will be able to view the batch or batches that have been submitted. Once the requests have been processed you will receive an e-mail that states your batch of requests has been completed. There will be a link in this e-mail that will take you to the Public Menu. Once you are at the Public Menu, Login, select **AOC Fastcheck** and it will then take you to the batch history screen. You will then click on completed to view the criminal histories.

Note:

- While entering requests into the system make sure you finish and submit your records. If you leave the system inactive for a certain amount of time it will time-out and you will lose all the information you have input.

Submitting requests from a CSV file

If you have a larger amount of requests you may want to use the sample Excel file we have provided. After you have logged in, click on the **'record request'** option.

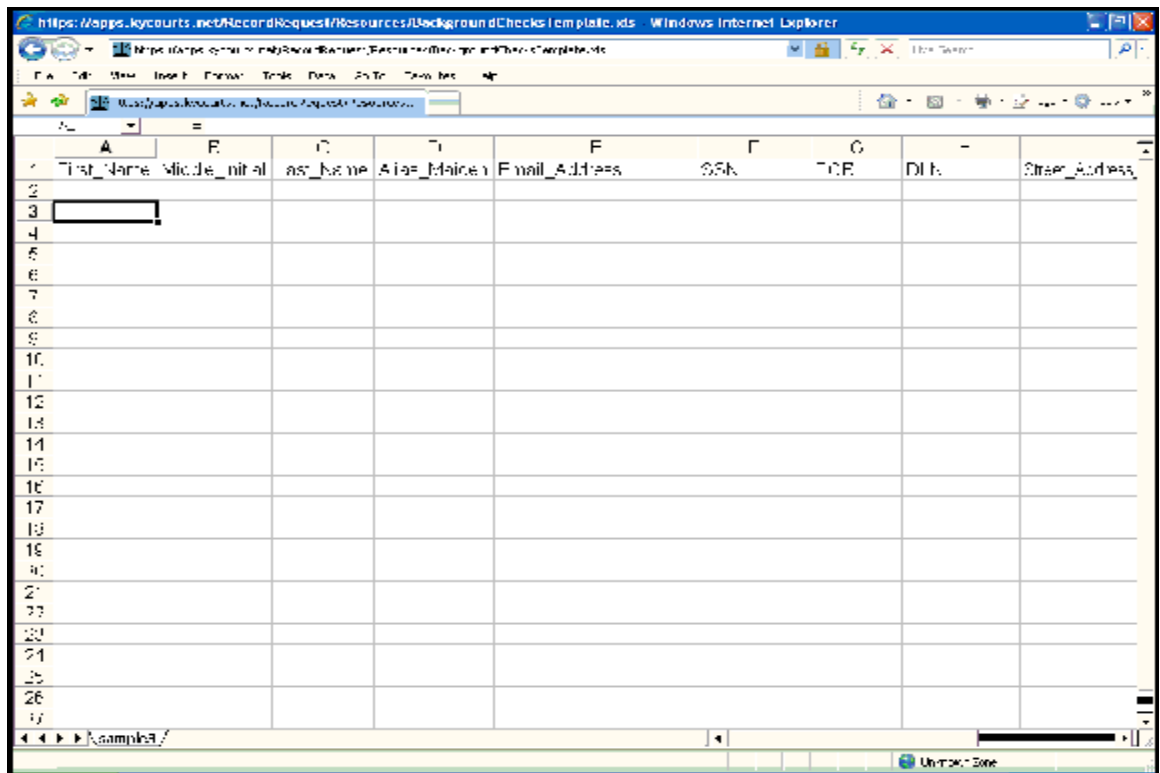
1. On the left hand side of the page there is a **'sample Excel file that can be saved as a CSV file'** option highlighted in purple. Select this option.

You can use the upload feature for a preformatted CSV file.

[Sample Excel file that can be saved as a CSV file](#)

[Sample copy of an empty CSV file](#)

2. That will bring up the Excel file. You will need to save this spreadsheet to your desktop.



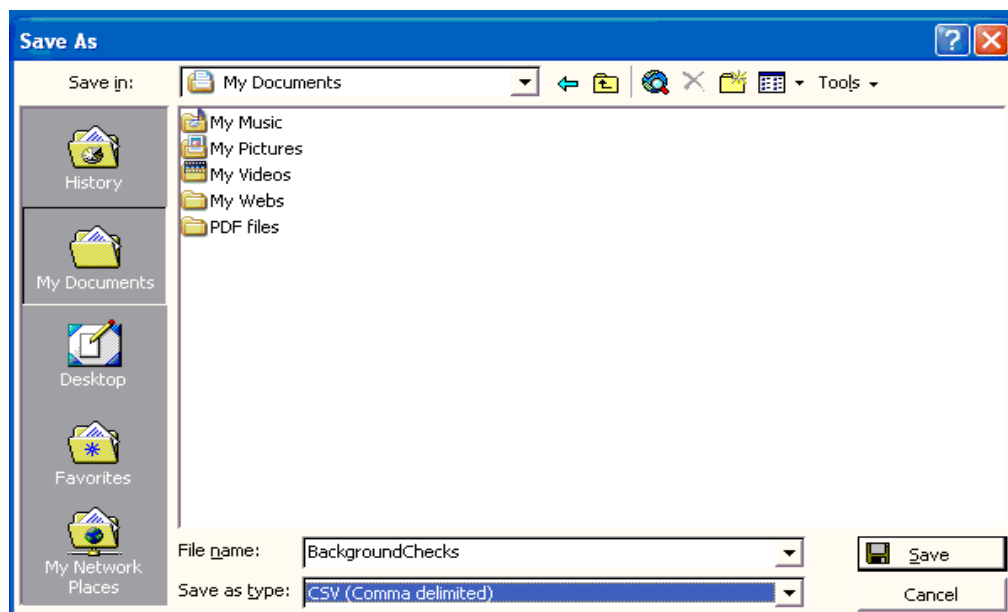
The screenshot shows a web browser window with the address bar displaying <https://apps.kycourts.net/RecordRequest/Resources/BackgroundChecksTemplate.xls>. The browser is Windows Internet Explorer. The spreadsheet is open, showing a table with the following columns: Test_Name, Vehicle_initial, last_name, Alias_Maiden, Email_Address, SSN, TOR, DL#, and Street_Address. The rows are numbered 1 through 27. The first row (row 1) contains the column headers. The subsequent rows (rows 2-27) are empty, with a small text box containing the number '1' in the first column of row 2.

Test_Name	Vehicle_initial	last_name	Alias_Maiden	Email_Address	SSN	TOR	DL#	Street_Address
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
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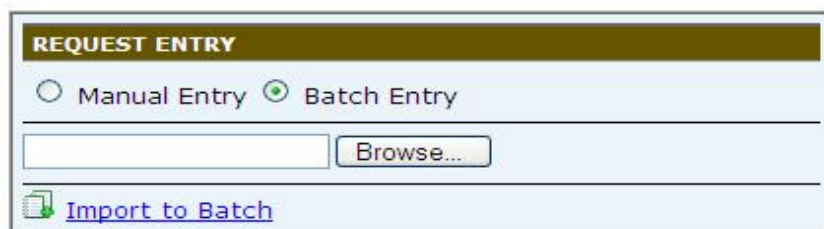
3. You can now enter the individuals' information.

- First, middle initial, last name.
- Alias or maiden names. If the individual has multiple married or alias's they should be separated by a comma.
- E-mail address not required.
- Social Security Number (SSN) No dashes or slashes
- Date of Birth (DOB) should be in the MM/DD/YYYY format.
- Drivers License Number (DLN) not required.
- Street address, city, state, and zip code.

4. Once all requests have been entered you will need to save the information as a CSV file. To do this you will need to click on **'File'** then **'Save As...'**. We suggest that you save your information somewhere where it will easily be found. (i.e. My Documents) The **File Name** can be anything you choose, but the **Save as type** has to be saved as a **CSV (Comma delimited)** file.




5. Now you will have to upload your information to the system. To do this you will need to **'login'** on the COJ Public Menu then click the **AOC Fastcheck** option. You will then click on the **'Add a New Batch'** option. On the next screen you will need to scroll to the request entry section and check **Batch Entry**.



REQUEST ENTRY

☐ Manual Entry ☒ Batch Entry

 [Import to Batch](#)

Click the '**Browse**' option and double click on the request file you have saved. This will put the file in the box under Upload Multiple Requests. Click '**Upload File**' and the names you have entered into the spreadsheet will appear under the Stacked Requests. You will see a pop up that states you have successfully imported X of X requests. Sometimes all requests may not successfully upload. If this happens you will need to check the names under the Stacked Requests section versus the information in the Excel spreadsheet to see what name or names were not successfully uploaded. We suggest that you Manually Add Requests that were not successfully uploaded. After all names you want to submit appear under the Stacked Requests section click the '**Submit Request**' option and there will be a pop up that states your request has been successfully saved. Your requests have now been submitted successfully.